

To: Seter, David[Seter.David@epa.gov]
From: DAVID A. SETER
Sent: Thur 8/18/2016 3:49:34 AM
Subject: Fwd: CIP/Public Meeting Support

----- Original Message -----

Subject: CIP/Public Meeting Support
From: "Hunter, Carolyn" <Carolyn.Hunter@tetrattech.com>
Sent: Wednesday, August 17, 2016, 7:19 PM
To: "Cafasso, Sarah" <Cafasso.Sarah@epa.gov>
CC: "David Seter - EPA (daveseter@gmail.com)" <daveseter@gmail.com>

Hi Sarah!

Here's the scope we proposed in April 2015. I'm not sure how many hours have been used to date of the public meeting support to date. I'm going to check in with my financial manager. We proposed that it was going to be an update to the original plan prior to you and I realizing there aren't any final files from the past CIP. Once we get through this week, I'll check what's left in the community outreach budget so we can see how many hours we have to play with to get the document in good shape. ☺

3.0 TASK 2 - COMMUNITY INVOLVEMENT

A total of 770 LOE hours have been estimated to perform Task 2 activities. Task 2 includes performing

community involvement activities in support of EPA throughout the WA in accordance with the National Oil

and Hazardous Substances Pollution Contingency Plan (NCP, 40 CFR Part 300) and the *Superfund*

Community Involvement Handbook (EPA 540-K-05-003, April 2005). Task 2 involves four subtasks.

3.1 Subtask 0210 - Meeting Support

A total of 130 LOE hours are estimated for Subtask 0210. This subtask involves support for five public

meetings (three/year) in Yerington, Nevada. The team will coordinate with EPA to identify and reserve a

meeting space in Yerington on an approximate three times per year frequency for the duration of the WA.

This subtask includes meeting facilitation and the preparation of brief meeting notes. Meeting notes will be

submitted to EPA within 30 calendar days. Handout materials will be copied and transported to each

meeting (50 copies of each handout). All meeting materials will be supplied by EPA to Tetra Tech in

advance of the meetings.

The estimated total LOE for the five public meetings, including travel will require 120 P-3 (community

relations specialist) and 10 P-4 (project manager/senior geologist) hours; for a total of 130 hours. The

required Spanish translation services will be subcontracted for a cost of \$1,200.

3.2 Subtask 0220 - Community Involvement Plan

A total of 98 LOE hours are estimated for Subtask 0220. The team will assist EPA in the following tasks:

- ☐ Prepare minor updates to the existing Community Involvement Plan (CIP). Coordinate with EPA and

review the existing document.

- ☐ Conduct one day of community interviews in Yerington with a Spanish-English interpreter. Interview

information will be used to prepare revisions to the CIP.

- ☐ Prepare revised draft CIP and submit to EPA for review.

- ☐ Upon receipt of EPA comments, prepare final CIP.

☐ For one community meeting, in addition to the meeting support described above, provide a Spanish speaking

interpreter to explain the results of domestic well monitoring to stakeholders requiring translation.

The estimated LOE for the CIP, interviews, and Spanish-speaking translation (including travel) will require

8 P-4 (project manager/senior geologist) and 90 P-3 (community relations specialist) hours; for a total of 98 hours

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